

# **GROUP VISIT GUIDELINES**

Thank you for the opportunity to introduce your organization to the Southern Illinois University Carbondale campus! In order to best coordinate your visit to SIUC, we ask that you respect the following guidelines:

## **Advance Scheduling**

Please contact Campus Visit Coordinator at least one (1) month prior to your visit. We will do our best to accommodate your date request, however, due to office hours and campus events, we may need to consider alternative dates.

## **Timely Arrival**

Prior to your visit, you will receive an itinerary for the day. Arriving on time is vital in order to ensure that all activities can be accomplished. If you are running late, please contact the Campus Visit Coordinator right away, so we can attempt to adjust your visit itinerary. Please realize that facility and university representatives' schedules are limited, so in the event of a late arrival, activities will likely be canceled.

## **Group Ratio**

Please provide an adequate number of chaperones. Chaperones will be required to accompany the group at all times during the visit. Our required ratio by age group is as follows:

Elementary and Middle School	1 adult: 10 students
High School	1 adult: 15 students

## **Visit Preparation**

The visit will include a substantial amount of walking. Please encourage all students to wear comfortable clothing and shoes.

Participants should be well prepared to learn about the college selection process and the opportunities available to them at Southern. Students should understand the academic atmosphere of the campus.

## **Reciprocal Respect**

We welcome your organization to our campus! Please ensure your organization's participants show the same respect to the university and its students, faculty, and staff. Failure to do so will result in early conclusion of the visit and limited availability for future visits by your organization.

## **Cancellation Notice**

If you find it necessary to cancel your visit, it is essential that you give at least three (3) days notice, due to planning expenses. Failure to do so may limit future schedule availability for your organization.

**If you have any questions or concerns, please contact the  
Campus Visit Coordinator at (618)453-2957.**